

Education and Family Support

Direct line:

Ask for: Pupil Services

Our ref:

Date: 23 October 2023

To: Parents/carers of Year 2 children transferring from an infant school to a junior school in September 2024

Dear parent/carer

Admission to school - September 2024

This letter contains important information for parents and carers of children who are currently in Year 2 at an infant school and are due to enter Year 3 at junior school in September 2024.

If you are the parent/carer of a pupil who is currently in an infant school and will be entering Year 3 at a junior school in September 2024, you **must** complete a school admission application. There is no automatic right to a Year 3 place at junior school.

You are able to apply online. If you have already signed up to My Account on the Bridgend County Borough Council website, you will need to log in and you can then complete an online application for a Year 3 place.

If you have not already signed up to My Account, you can create your account from the Bridgend County Borough Council website. All you need is an email address.

It is quick and easy to apply for a Year 3 place through My Account and you can have peace of mind knowing that your application has been received because once you have submitted the application, this will be indicated in your My Account summary information.

The online application works equally as well across computer, tablet or mobile devices.

Before you complete an application, please read the documents on the website:

www.bridgend.gov.uk/schooladmissions

The application is also available as a hardcopy form upon request, either from your local school or from the council on telephone number 01656 642622.

The online application will be available through My Account from Monday, 13 November 2023 at 10am. Please note that the deadline date for completed applications is **Friday, 16 February 2024 at 4pm**. Failure to submit an application by this date and time may result in your child being refused a place at the school of your choice.

All parents/carers have the right to express a preference for the school they wish their child to attend. In most cases, parents/carers are happy to choose their nearest suitable school (for English-medium and non-faith schools, also known as the catchment area school). If you are successful in applying for a place at a school that is not your child's nearest suitable school, the council **will not** normally provide free transport, irrespective of the distance from home to school. The council's [Home-to-School/College Transport Policy](#) is available from our website.

Where a school is oversubscribed (that is, the demand for places is greater than the number of places available), the council will apply its oversubscription criteria to allocate the places available. **It is strongly recommended that you select another school as your second preference school. Limiting your choice to just one school does not improve your prospects of gaining a place for your child in that school.**

It is important to note, that there is no automatic right for children with siblings in a school to be allocated a place at that school. The council's School Admissions Policy 2024-2025 identifies the full list of oversubscription criteria that will be applied when allocating school places.

Every parent/carer who is applying for a Year 3 place for September 2024 for a child must record the current address at which their child is ordinarily resident in the application form. When processing the application, the council will check the child's place of ordinary residence against the records held by the child's school (if applicable). In addition, council tax records for the applicant will be checked.

If an applicant is not registered for council tax at the address of ordinary residence recorded in the application form, the applicant **must** supply documentation **with** the application form that evidences the child's place of ordinary residence. If the council is not satisfied by any evidence provided by the applicant and there is ongoing doubt about the child's place of ordinary residence, the council reserves the right to undertake further checks and/or seek further verification from the applicant. This will be to assist in the prevention and detection of address fraud for the purpose of gaining an unfair advantage in the school application system.

For the following schools, the governing body of each school is the admission authority and has responsibility for all admission arrangements. If you wish to apply for a Year 3 place at one of these schools, you are advised to contact the school directly.

The admission criteria for these schools may differ and details are available from the schools and/or their websites. It is also important to note that these schools are primary schools and as such, an application for a Year 3 place will be treated as an in-year transfer into that year-group.

- St Mary's Catholic Primary School
- St Mary's and St Patrick's Catholic Primary School
- St Robert's Roman Catholic Primary School
- Archdeacon John Lewis Church in Wales Primary School

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

The Council's 'Starting School' Prospectus 2024-2025, which outlines the admissions policy and provides other information in relation to the services provided for children and parents/carers, is available on www.bridgend.gov.uk/schooladmissions or, alternatively, please telephone 01656 642622 to request a hardcopy.

If you should require further information in relation to the admissions process, please email pupilservices@bridgend.gov.uk

Yours faithfully

Robin Davies,
Group Manager (Business Support)

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Gwefan/Website: www.bridgend.gov.uk

Cyfnewid testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Text relay: Put 18001 before any of our phone numbers for the text relay service

Rydym yn croesawu gohebiaeth yn Gymraeg. Rhowch wybod i ni os mai Cymraeg yw eich dewis iaith.

We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.